



ARIZONA BOARD OF APPRAISAL

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MINUTES FOR THE BUDGET MEETING HELD June 5th, 2013; 9:00 A.M.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Kevin Yeanoplos at 9:00 A.M.

Committee members present at roll call:

Erik Clinite

Kevin Yeanoplos, Chairman

Both appeared telephonically

Staff Attendance:

Debra Rudd, Executive Director

Jeanne Galvin, Assistant Attorney General

Kevin Yeanoplos asked Erik Clinite to start by reading the agenda items to open the discussion. After reading the first agenda item, Kevin asked Debra Rudd to give an update to the committee about the expenditures discussed from the previous budget committee meeting. She reported that three laptops have been purchased, along with anti-virus and Microsoft Office 2013 software. Valuation Expo conference attendance by James Heaslet and Debra Rudd is underway. She stated that approval of the Interim Compensation Plan was granted yesterday, so the amounts discussed in the last meeting will be done. She explained that she hired a rule writer to write the proposed rules for SB1316 to assist the Board with this project and hopes to have it completed with FY2013 funds for the Rule Committee and ultimately the Board's approval. A discussion this morning with Larry Disney regarding the purchase of the Supervisor/Trainee class is on track, but the date of the presentation for the Outreach has not been confirmed. The purchase of the Drop Box (cloud) program for access by Board members was not allowed by the State due to the security requirements not being up to the State's standards.

Erik Clinite asked if there is still a budget surplus for FY2013. Debra Rudd explained that yes there is in excess of \$30,000 remaining and that she has not been able to prepay an item such as the rent. Kevin Yeanoplos mentioned that he thought that the \$90,000 figure for the license software was high. Discussion from Erik Clinite and Debra Rudd explained that this amount is probably in line if it performs the way it is supposed to. Suggestions included adding some additional language in the proposal to not exceed a certain amount of hours, and refining the functionalities.

Both members of the committee did not want to spend money on items that were not needed. If any portion of the IT upgrade can be paid in FY2013 that would be what they want. Erik Clinite asked about the projector and sound equipment. Debra Rudd reported that she purchased a projector for power point presentations, but has not purchased any new sound equipment due to the location change for the meetings. She said the person in charge of sound for this building is to take our current equipment and try it out in the basement where we are holding our meetings going forward. He has not done this yet, but hopefully it will happen today.

Additional items that were discussed included possibly hiring a person to write policies and procedures. It was reported that the intern is currently working on this project.

Discussion about having monthly meetings to keep the committee informed was agreed upon. Kevin Yeanoplos requested another Budget committee meeting be held July 3rd at 9:00 a.m.

Questions from Kevin Yeanoplos about the accounting and appropriation rules were answered by Debra Rudd and Erik Clinite.

Erik Clinite made a motion to adjourn the meeting. Kevin Yeanoplos seconded the motion, thus the motion was approved. The meeting was then adjourned at 9:40 a.m.

FINAL AGENDA OF
THE BUDGET COMMITTEE FOR THE ARIZONA BOARD OF APPRAISAL
JUNE 5, 2013 AT 9:00 A.M.
15 S. 15TH Ave., Suite 103A
Phoenix, AZ 85007

1. Call to order and roll call.
2. Discussion, consideration and possible action concerning the FY 2013 budget and possible budget surplus and remaining expenditures.
3. Discussion, consideration and possible action regarding receipt of an updated status of the approved expenditures from the May 16th budget committee meeting.
4. Discussion, consideration and possible action concerning scheduling a future committee meeting
5. Adjournment.